

FY22 NJT Proposal Reader

Roles and Responsibilities

The Mayor's Office of Workforce Development (OWD), a division of the Boston Planning Development Agency (BPDA), seeks individuals to evaluate proposals from community-based organizations seeking funding under the Neighborhood Jobs Trust (NJT) program. Qualified individuals will have knowledge and experience in one or more of the following areas: workforce development, career pathways, stackable credits, alternative education, post-secondary education, skills training, adult services, or ESOL. Ability to understand the needs of diverse populations, read critically, and work under deadline pressure is essential. Familiarity with the funding sources listed above desired. Boston residents preferred.

The proposal review process will take place in August and September 2021 with one reader training and one reader wrap-up meeting. Readers will be paid \$60.00/per proposal that they evaluate and \$180.00 for attending both the reader training and proposal evaluation wrap-up session. Each reader will attend one reader training and one proposal evaluation wrap-up session. Readers must have access to technology to allow them to complete the training and evaluation remotely.

Please submit a resume and cover letter summarizing your qualifications by 5:00PM on June 24th, 2021. Submit your resume and cover letter as **one document** (preferably as a PDF) with the file name YourName_NJTReader. [Submit by uploading to this link](#). **NO PHONE CALLS PLEASE**. BPDA is an Affirmative Action/Equal Opportunity Employer. Auxiliary aids and services available upon request for persons with disabilities.